



COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN CERTIFICATION CHECKLIST AMENDMENT

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this
information is required for eligibility to apply for grants

INSTRUCTIONS: Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan amendment.

All community recreation plan amendments are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* provided by the Department of Natural Resources (DNR). To be eligible for grant consideration, plan amendments must be submitted to the DNR prior to the grant application deadline **with** a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan.

PLAN AMENDMENT FORMAT

Plan amendments **must** consist of either:

- 1.) A complete, revised plan with a letter of explanation that indicates what aspects of the original plan have been revised and how; or
- 2.) Revised or additional pages to the approved recreation plan, with an explanation of where the new pages fit within the original plan. If the amendment is to be inserted into the existing plan, it must be similar in format to the approved plan and indicate the location for insertion.

Name of Plan:	Date Current Plan Expires:	
List the community names (including school districts) covered by the plan	County	Month and year plan adopted by the community's governing body

PLAN AMENDMENT ELEMENT

INSTRUCTIONS: Please check each box to certify that the listed information is included in the plan amendment submittal.

☐ **DESCRIPTION OF THE PLANNING PROCESS**

☐ **DESCRIPTION OF THE PUBLIC INPUT PROCESS**

- ☐ Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, Including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received
- ☐ Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment

Date of the Notice _____

Type of Notice _____

Plan Location _____

Duration of Draft Plan Public Review Period (Must be at Least Two Weeks) _____

- ☐ Copy of the Notice for the Public Meeting Held after the Two-Week Public Review Period and Before the Plan's Adoption by the Governing Body(ies)

Date of Notice _____

Name of Newspaper _____

Date of Meeting _____

- ☐ Copy of the Minutes from the Public Meeting

☐ **AMENDED GOALS AND OBJECTIVES**

☐ **OTHER ELEMENTS:** If the plan amendment includes other updated plan elements, list and briefly describe.

PLAN AMENDMENT ELEMENT

1.

2.

3.

PLAN AMENDMENT ADOPTION DOCUMENTATION

Plans **must** be adopted by the highest level *governing body* (i.e., city council, county commission, township board). If planning is the responsibility of a Planning Commission, Park and Recreation Commission, Recreation Advisory Board or other local Board or Commission, the plan should **also** include a resolution from the Board or Commission recommending adoption of the plan by the governing body.

The local unit of government must submit the final plan to both the County and Regional Planning Agency for their information. Documentation that this was done must be submitted with the plan to the DNR.

Items 1, 3 and 4 below are **required** and must be included in the plan.

APPROVAL DOCUMENTATION: For multi-jurisdictional plans, **each** local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

- ☐ 1. Official resolution of adoption by the governing body dated: _____
- ☐ 2. Official resolution of the _____ Commission or Board, recommending adoption of the plan by the governing body, dated: _____
- ☐ 3. Copy of letter transmitting adopted plan to County Planning Agency dated: _____
- ☐ 4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: _____

OVERALL CERTIFICATION

NOTE: For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

I hereby certify that the recreation plan for

_____ includes the required content, as indicated

(Local Unit of Government)

above and as set forth by the DNR.

Authorized Official for the Local Unit of Government Date

This completed checklist must be signed and submitted with a locally adopted recreation plan to:

**GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL
RESOURCES
PO BOX 30425
LANSING, MI 48909-7925**

DNR USE ONLY - APPROVAL

The recreation plan is approved by the DNR and the community (ies) covered by the plan, as listed on page 1 of this checklist is/are eligible to apply for recreation grants through

Date

By: _____

Grants Management Date